

Spec. Code: 2825  
Occ. Area: 14  
Work Area: 041  
Prob. Period: 6 mo.  
Prom Line: none  
Effective Date: 06/12/95

## **CENTRAL SYSTEMS CONTROL OPERATOR**

### Function of Job

Under general supervision from a designated supervisor, to control the heat, ventilation, and air conditioning [HVAC] of a large building or several buildings from a central location.

### Characteristic Duties and Responsibilities

1. operates and monitors mechanical equipment (such as pumps and HVAC systems) in buildings via computerized energy management systems
2. when notified by the computerized energy management systems of equipment malfunctions in buildings, takes appropriate action to correct the situation and/or notifies appropriate maintenance personnel
3. monitors and controls computerized campus fire alarm system
4. monitors and controls computerized campus area lighting and clock system
5. records temperature, steam, and other readings onto various log forms for use and review by supervisory and maintenance personnel
6. answers in-coming telephone calls, with responsibility for coordinating efforts to resolve maintenance problems that are reported and furnishing information to callers
7. performs other related duties as assigned

### Minimum Acceptable Qualifications

#### **CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. Any one or any combination of the following types of preparation:
  - (a) work experience in the maintenance and operation of controls for heating, ventilation, and air conditioning
  - (b) technical or post-secondary training in heating, ventilation, and/or air conditioning
  - (c) college course work in computer programming

that totals 1.0 unit according to the following conversion rates:

18 months of "a" = 1.0 unit

12 semester hours or 12 months of "b" = 0.67 unit maximum\*

6 semester hours of "c" = 0.33 unit\*\*

Amounts of training or experience less than those listed above should be converted to decimal equivalents of 1.0 unit and added together when computing combinations of the different types of preparation.

#### PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. basic knowledge of electronics and electricity
2. basic knowledge of electrical circuit symbols
3. basic knowledge of HVAC mechanical symbols
4. basic knowledge of computers and programming
5. ability to determine HVAC and refrigeration problems
6. ability to prioritize problems relating to building monitoring

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\*That is, up to 2/3 (or 0.67 unit) of the preparation used to satisfy the requirement may be this type of training; the balance must be supplied by one or more of the other types of preparation listed above.

\*\*That is, up to 1/3 (or 0.33 unit) of the preparation used to satisfy the requirement may be this type of training; the balance must be supplied by one or more of the other types of preparation listed above.